



INSTRUCTIONS AND INFORMATION

- Final Reports are due within 2 months of the completion of a project. Groups/ organizations with overdue final reports are ineligible to apply *in any program* for further funding from MRAC until the final report is received and approved by MRAC staff.

In order to be considered complete, final reports must be received and approved by MRAC staff.

- The final report is intended to inform the Metropolitan Regional Arts Council of the actual form, scope, impact, quality and cost of the funded grant activities; account for the use of funds and assist MRAC in evaluating its grants and grant programs.
- Use of the term *project* in this form refers to the proposed activities, plan or proposal described in your specific application and included in your grant contract.
- The term *estimated* on the budget sheet refers to the expenses and income listed in the application and grant agreement. The term *actual* on the budget sheet refers to the actual project income and expenses. Any variation of line item expenses of more than \$500 must be explained in a narrative attachment.

I. GRANTEE INFORMATION. Confirmation of the approval of the final report will be sent to the contact person and address listed below.

_____ Organization Name	_____ Contact Person
_____ Organization Address	_____ Contact Person Day Phone
_____ City, State, Zip	_____ Contact e-mail
_____ County	
_____ Organizational Web site	
_____ Organizational e-mail	

- Check here if any of the information listed above has changed since you applied.

- II. **PROJECT DESCRIPTION.** On a separate sheet of paper, briefly describe the project for which funds were provided.
- III. **TOTAL ACTUAL PROJECT COST**_____.
- TOTAL AMOUNT OF MRAC GRANT**_____.
- IV. **PUBLICITY.** Please describe the publicity efforts used to promote this activity. Attach publicity materials and other verification of acknowledgment of MRAC support.
- V. **NARRATIVE.** On separate pages, please complete a narrative summary of the results of this project. Compare the expectations outlined in the application to what actually occurred. Include responses to the following questions as well as any other comments you wish to make. Please note, this evaluation is for our learning. There are no right or wrong answers.

NOTE: To successfully complete this narrative evaluation, it is necessary to reread and have before you your original proposal as granted. The proposal is attached to your signed grant agreement. Copies are available for your review in the MRAC offices if you do not have the proposal available at this time.

Artistic Outcomes

- a) In your proposal you outlined your artistic goals. How successful were you in meeting those goals?
- b) What changes, if any, in format and/or content were made and why?
- c) What worked? What didn't work? What were the strengths/challenges of your artistic process?
- d) What, if anything, would you do differently if you had the opportunity to repeat a similar project?
- e) What, if any, major unanticipated obstacles or opportunities did your group encounter during your project? What did you learn from them?

Community/Audience/Attendees Outcomes

- a) In your proposal you outlined the community you wished to serve and its diversity. Now that the activity has occurred, would you describe the community you actually served any differently? If so, how? How will this information help you better understand your community in the future?
- b) In what ways did you meet your goals for making your project open and accessible to all who might wish to participate? Be specific.
- c) What kinds of efforts did your group make to improve accessibility for people with disabilities? What efforts were successful? How might you do things differently?
- d) Overall, what, if any, major unanticipated surprises or breakthroughs did your group encounter in your efforts to meet your audience goals?
- e) In the future, what changes, if any, would you make in your work to reach your intended audience?

IX. ESTIMATED AND ACTUAL EXPENSES. Explain any line item difference of more than \$500 dollars between estimated and actual expenses in an attached budget narrative. Estimated expenses are those expenses listed on the budget included in the grant application.

<u>EXPENSES</u>	<u>ESTIMATED</u>		<u>ACTUAL</u>	
	<u>Cash</u>	<u>In-Kind</u>	<u>Cash</u>	<u>In-kind</u>
1. Personnel:				
(employee or contract)				
a. Artistic				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
b. Administrative & other				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
c. Employee benefits & payroll taxes				
_____	_____	_____	_____	_____
2. Supplies				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
3. Printing & postage				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
4. Space & equipment rental				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
5. Transportation				
_____	_____	_____	_____	_____
6. Accessibility costs				
_____	_____	_____	_____	_____
7. Other (explain)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
8. SUBTOTAL	A. _____	B. _____	A. _____	B. _____
9. TOTAL EXPENSES				
(Add lines 8A & 8B)	Estimated _____		Actual _____	

Complete this form or generate your own identical form by computer.

X. ESTIMATED AND ACTUAL INCOME. Explain any line item difference of more than \$500 dollars between estimated and actual income in an attached budget narrative. Estimated income is that income listed on the budget included in the grant application.

<u>INCOME</u>	<u>ESTIMATED</u>	<u>ACTUAL</u>
1. Grants and contributions: <i>(Place MRAC request on line 5.)</i>		
a. Individual contributions		
_____	_____	_____
_____	_____	_____
b. Foundations and corporations <i>(You must list each foundation and corporation supporter with actual dollars received.)</i>		
_____	_____	_____
_____	_____	_____
c. Government		
_____	_____	_____
_____	_____	_____
d. Other (explain)		
_____	_____	_____
_____	_____	_____
Subtotal grants & contributions (Add lines 1a-d)	_____	_____
2. Earned Income:		
a. Sales _____	_____	_____
b. Admissions _____	_____	_____
c. Other _____	_____	_____
Subtotal Earned Income (Add lines 2a-c)	_____	_____
3. Add subtotals for parts 1& 2	_____	_____
4. Total In-Kind (Line 8B from Expenses)	_____	_____
5. Total MRAC Grant	_____	_____
6. Total Income (Add lines 3, 4 & 5)	_____	_____

Complete this form or generate your own identical form by computer.